

## **REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2009**

### **RECREATION & ADMINISTRATIVE SERVICES**

The Recreation and Administrative Services Department submits the following report for the 2nd quarter of 2009:

- Met with key individuals regarding the Animal Control Ordinance on vicious dogs.
- Met with Finance Department staff, Resilient-C, & Regional Homeland Security Grant Fiduciary to discuss new structures for the Homeland Security Grant accounting and purchasing system.
- Met with staff from Lansing Michigan State Police (MSP) to discuss Homeland Security Grant cash advances.
- Scheduled a brief meeting with the new Finance Director to meet the Recreation & Administrative Services Department staff.
- Attended along with Corporation Counsel & County Executive staff a GroupWise 8 training session.
- Met with the Finance Department to review the 2008 budget audits for the Recreation & Administrative Department.
- Held a meeting with the Tyler Munis Committee to discuss Tyler Content Manager vs. CherryLan Imaging System.
- Attended the 2009 MSP Summit Conference.
- Attended the 2009 MI Digital Summit Conference.
- Held a special meeting with the Incident Management Team (IMT) to work on producing an H1N1 policy for the County.
- Participated in the United Way recognition presentation to Central Dispatch & Animal Control.
- Met with the Personnel Director regarding the reclassification of the Recreation & Clubhouse Supervisor position.
- Participated in budget forecast meetings with key staff to discuss the 2010 & beyond budgets.
- Attended the Region 3 PIO Conference at the Dow Event Center.
- Participated in meetings and follow up meetings with Corporation Counsel and the Men's Basketball League regarding insurance league rates.

- Participated in the Munis payroll implementation meetings to prepare Bay County in the going live of the payroll module of the Tyler Munis software.
- Attended the bi-monthly Bay 3 TV partners meeting.
- Met with Animal Control Manager at the request of the Board of Commissioners to prepare a brief report on why to continue funding for the 3<sup>rd</sup> Animal Control position.
- Attended a Service Plus Workshop scheduled by the Personnel Director at the Bay County Alice & Jack Wirt Library.
- Attended the Regional Incident Management Team (RIMT) meeting to develop a Regional IMT.
- Met with Corporation Counsel, and County Executive regarding the results of the Risk Management Audit for the Recreation Division.
- Attended the 2009 MI Local Government Benchmark Consortium in Lansing.
- Attended the quarterly Homeland Security Advisory Council (HSAC) meeting in Lansing.
- Met with Resilient-C, and Homeland Security Grant staff in preparation for the FY 2008 Homeland Security budget allocations meeting.
- Participated in a conference call with MSP-EMHSD regarding the PSIC grant guidelines for Environmental H Planning Survey M review.
- Held a Recreation & Administrative Service Departmental Team & Expectation process review session and an ISD Customer Service discussion facilitated by Dr. Lew Bender.
- Held a conference call with Tyler Munis regarding a brief overview on the Work Order module within the Tyler Munis software.
- Met with Bay City Times reporter Shannon Murphy regarding the DNR grant awarded for the improvements to Pinconning Park.
- Met with Rob Eggers of Spicer Group, Steve Humphrey, and Rick Pabalis regarding the Pinconning Park DNR Grant improvements.
- Met with Bay City Times reporter Shannon Murphy and Finance Director, Amanda Brown regarding the upcoming budget forecast for Bay County.
- Hosted a Region 3 FY08 Budget Allocations Meeting and a Training & Exercise Planning Workshop at the Doubletree to discuss the funding allocation and upcoming training exercises for the Region.
- Held a Regional Homeland Security Strategy Metrics Workshop session with MSP-EMHSD regarding a strategic plan metrics rating system.
- Met with ISD staff regarding communication and customer service workshop.
- Met with Resilient-C staff regarding analysis of Clerk office operations.

- Met with Finance and key Health Dept. staff to review the vendor submissions for new Health Dept. software. Several follow up meetings followed.
- Continued to meet with Resilient C consultants regarding purchasing streamlining through the Homeland Security Grant Program.
- Attended and chaired our quarterly Incident Management Team (IMT) meeting.
- Attended quarterly Local Planning Team and Homeland Security Team meetings.
- Held monthly meetings with division head staff to report any concerns, give updates and discuss any other issues that may need to be addressed.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Copier/Scanner; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; Department Directors; Quadrant; Tyler MUNIS Committee meetings; Incident Management Team meetings; Region 3 Homeland Security Grant Board; Recreation Staff and Administrative Service Staff meetings.

### **Animal Control**

#### Shelter Animals

- Animal intake 678 cats, 368 dogs, and 6 other species. The third quarter animal intake total was 1052 animals.
- 55 cats, 118 dogs, and 4 other species were adopted. Total adoptions from the shelter were 177.
- 621 cats, 162 dogs, and 12 other species were euthanized. Breakdown for euthanizing is as follows; e(no interest) , t(neg behavior) , x(sick) , and r(requested pts) .
- 4 animals died in the shelter due to illness they had when they came in.
- 2 cats and 86 dogs were claimed by their owners.

Compared to the third quarter of 2008, which was 1016 animals, the shelter has experienced an increase of 36 animals for the fourth quarter of 2009.

#### Field Activities

- 989 field calls resulted in field activities. The following calls represent the majority of complaints.
- 17 of those calls were after hour calls.
- 257 calls were for loose and aggressive dogs.
- 65 were barking complaints.
- 40 animal bites
- 85 were cruelty (check animal welfare/condition) concerns.
- 53 calls were sick or injured animal reports.
- 344 loose & impounded animals,

In comparison to the fourth quarter of 2008, which was 967, the shelter experienced an increase of 22 field activities for 2009.

- We are continuing to place our adoptable animals on the Bay 3 TV, Petfinders.com, the Bay County website, Bay City Times, and we are having very good results with our animals being

shown on WNEM TV5

- We are seeing an increase of pitbulls and pitbull mixes being brought into the shelter, both as stray animals and owner release. We are receiving animals from owners who can no longer keep their pet due to the economy. We are finding more stray dogs and cats running loose and being impounded by the officers due to the fact homeowners are losing their homes and have no place for their pets to go, so they leave the animal in the house or let it loose in the nearby woods or neighborhoods, hoping someone will take the animal in. This is especially true with cats.

#### **Buildings & Grounds**

- Sanded and varnished floor for the day use room at the Juvenile Home
- Painted day use room and all restrooms at the Juvenile Home
- Installed hot water tank at the Canteen
- Installed lighting in the Civic Arena addition
- Completed construction of a 13 X 100 addition at the Civic Arena
- Installed new domestic hot water boiler at the Civic Arena
- Rebuilt two pumps at the jail
- Rebuilt gasoline engine for the salt spreader (in house)
- Installed furnace at the Juvenile Home
- Painted Prosecutors office and replaced covebase
- Attended solar conference at Saginaw Valley State University
- Ordered new zamboni doors for the East end of the olympic rink
- Ordered two electric pallet jacks for the Civic Arena
- Rebuilt damaged wall at Drain Commission barn
- Met with Spicer Engineering to discuss additional campsites at Pinconning Park
- Compiled information for the EECBG Grant e.g. square footage on buildings, gathered 2 years of utility bills for all County facilities, photographed County facilities, photographed buildings around County facilities etc. . .
- Installed fencing around generator for 911
- Sheriff Department work program has been a huge help with snow removal and spreading salt

## Information Systems

### Departmental Projects/Technical Projects

- The Net ARMS application with the Saginaw County network has been in production with no known issues. The Sheriff's department has 25 working Mobile Data Terminals. The surrounding agencies have a total of 9 MDT's. An additional 16 MDT's are being prepped for use by the City of Bay City police department. Anticipated roll out of these devices will be in the first quarter of 2010.
- TYLER MUNIS financial systems:
  - ▶ Ongoing continual maintenance and other enhancements to the day to day functions of the financial application are in process.
  - ▶ Conversion files for the payroll application have been generated and verification of the conversion files on MUNIS is completed with live Bay County data.
  - ▶ The historical financial data files from the iSeries have been completed and imported to the MUNIS financial application platform.
  - ▶ The go-live for the payroll application is in place with the first payroll run for the pay period January 8<sup>th</sup>, 2010. The de-centralized aspect of the payroll system will take place in the first two quarters of 2010. The de-centralized process is the entering of payroll data by each individual department on-line. The current process will remain the same as the old payroll system. Meaning, the paper documentation will be provided by each individual department.
  - ▶ A kick-off meeting was held for the Fleet and Facility package from MUNIS. Go-live dates and other pertinent project goals will take place in the first quarter of 2010.
- Fixed assets is slated to begin training and implementation during the first quarter of 2010.
- The Help Desk has reported 115 current open work orders and projects. During the fourth quarter 775 work orders were opened. A total of 741 work orders have been closed in the fourth quarter. The process of having the Help desk personnel dedicated to projects on a regular assigned day has assisted in maintaining the reduction in open work orders as well as long term projects.
- The necessity of having redundant Internet providers to assure that the connection to the Internet will remain 100% of up time has been researched and the solution is to have both SpeedNet and Charter fiber have available bandwidth in the event that either provider has technical issues. This proposed resolution will be presented to the Board at the January, 2010 Ways and Means committee meeting.
- The Eaton County Vital Stat application has been installed on two new PC's in the clerks office with a dedicated printer that will print the Marriage license in the format required by the State of Michigan. This process has an expected go-live date beginning in January, 2010.
- The training and rollout of Group Wise 8.0 will take place during the first and second quarters of 2010.
- The search and procurement of health department software has been finalized. Mitchell and McCormick software was purchased at the end of the fourth quarter, 2009 with an proposed installation date taking place in the first two quarters of 2010. A complete project kick-off with go-live dates will take place in the first quarter of 2010.

- The .NET version of the BS & A software was installed and operational in the first week of November 2009 with no major issues that delayed the installation and usage of the application. In addition, the Internet portion of researching parcels has been purchased from BS & A and the feedback that is being received is positive.
- The Register of Deeds, through authorization by the Board of Commissioners, will have Land Records search capabilities via the Internet through the Cherry LAN filing system, A Secure Socket Layer (SSL) has been purchased with the deadline of go-live on February 1, 2010.
- Research of a video conferencing solution similar to the County courts is being requested by the Juvenile home for Probate court procedures.
- Pinconning Park has requested a replacement of their Canon scanner with a lesser cost of a Dell printer/copier/scanner which will be a savings of approximately \$1,600 per lease for the lease version. This device was successfully placed at the Pinconning Park and the reviews are that this solution will work more than adequately.
- The scanner has been installed at the Civic Arena for the Smyth Systems and the process of working with the vendor to utilize this device should be completed in the first quarter of 2010, preferable in the first month (January) of the new year.
- The Prosecutors office has requested usage of the Net ARMS application and working with Saginaw County Sheriff's department this will be functional in the first quarter of 2010.
- Symantec Endpoint Protection version 11(security enhancements) has been installed on the network servers and individual client machines will have this necessary protection in the first quarter of 2010.
- Numerous department procedures are in development to ensure that all users of Information Technology are advised on the processes that will enhance customer services.
- Two note worthy seminars were attended by the IT staff. Dr. Lew Bender provided the first seminar with numerous tasks (i.e. User group) that will be implemented in the first quarter of 2010 and will continue throughout the remaining year and beyond. A second seminar provided by Tim Quinn focused on Customer service and the methods and processes that will deliver the best possible services to all users of Information Technology at Bay County.

### **Recreation**

#### Golf Course:

- As expected things are quiet at the golf course. We did finish the season on a good note. Our total golf course expenses were down substantially in 2009 (almost \$70,000). A large part was with how Mother Nature fared. We did not have to use any City water this season and the amount of fertilizers (which pricing has over doubled) applied this year were down as well. On the revenue side the golf course was about \$10,000 down from 2008. With expenses down a larger profit was produced this year over last. Given the economy we really had a good year. We had our 30 plus leagues play and hosted 20 plus golf outings (half of which were new). We hosted 7 tournaments throughout the summer with overall numbers on the rise. Transient play was down with the economy as expected, but we held our own in a tough market. At this time I cannot give exact numbers, because year end financials are not complete.

- Currently we are setting up our schedule for 2010. All group outings are being contacted and put on the books, tournaments dates are posted for 2010 and in the process of speaking to all of our leagues to have them rebook for this coming year.

#### Civic Arena:

- The Civic Arena is in full swing with our Adult leagues and High School schedules. We are preparing for our annual January Freeze tournament that will be played next weekend. The overall financials for the Civic Arena were pretty good in 2009 given the circumstances. Revenues are down slightly from last year, but our day to day expenses are down as well. The Bay County Hockey Association changed practice formats to align with USA Hockey, which decreases the amount of sold ice, because more players are on the ice at the same time. However, our Under 8 program with our new reduced fees was a huge success and we look to feed these kids through the older programs in years to come. We are constantly looking for ways to fill any void ice where we see possible.
- The storage addition is about complete where we will now be able to store the dry floor in one location. The Bangor DDA again generously paid for the construction to help promote dry floor events at the Arena. Kelly Duhaine has done a great job of hitting the pavement in terms of getting the word out on dry floor events at the Civic Arena. We currently have her Home Builders Show signed to a 5 year contract and Kelly just got Shipshewana on the Road to sign a contract for 2010. Shipshewana will be using both sheets of ice for their event and expect 8,000-10,000 people come through the doors on that weekend in April. Kelly is close to closing a few more deals, but her communication and contacts have grown substantially.

#### Community Center:

- The opening of the New weight room at the Community Center happened with huge success and are seeing numbers rise dramatically in its use. We are in the process of tracking such numbers and do not have exact figures at this time.
- Basketball is in full swing this season and is off to a good start. On a side note, not too long ago we had meetings with all user groups of the Community Center regarding liability insurance. And to make a long story short some miscommunication over the years resulted in an additional expense to the user groups to cover their liability insurance. A nominal fee, but of course in today's time a concern to the groups. We are currently looking at ways to reduce the budget at the Community Center, because of the state of the economy. A recent article in the Bay City Times reported that Midland increased all their user fees dramatically stating that if players want to play they are going to have to pay. Our current rates are as competitive as they get and is something we are looking into as well. We continue to offer programs at the Center with hopes of getting through these tough times.

#### **Region 3 Homeland Security**

- The Region 3 Homeland Security Planning Board(R3HSPSB) is meeting on a monthly basis. The main goal has been to purchase equipment that the R3HSPB has prioritized. We have purchased equipment for communications, First Responder Safety and Critical Infrastructure Protection.
- The FY 06 SHSP & LETPP has been extended until 1/15/09. This grant will be expended to within a few dollars of the allocation.

- The FY 07 SHSP & LETPP grant has started. We have expended some Planning, Exercise and Equipment monies. Most allowable cost justifications (ACJ's) have been received approved. Some are still in review. DHS is requesting an EHPSM(Environmental & Historic Preservation Screening Memo) for most projects and we are submitting them as the information is provided.
- The PSIC grant is moving forward. The Bay County tower project is progressing through the EHPSM phase. \$973,000 worth of 800MHz radios were purchased and are being distributed.
- The FY08 Interoperable Emergency Communications Grant Program is being worked on by the Communications Committee and if for Planning & Training. Bay County is the fiduciary for this grant. The grant award is \$106,689.33 with 3% M&A. The PJF's for this grant have been approved and there are ACJ's in the draft stage for this grant. A Planner contract for this grant is being developed. We have been notified that there will be a FY09 IECGP, but the numbers are not yet available.

### **CORPORATION COUNSEL**

- During the fourth quarter of 2009, the Department of Corporation Counsel/Risk Management continued to draft and review agreements. Homeland Security projects continued to progress. Considerable time has been spent on the Mitchell & McCormick software contract for revamping of the Health Department record system as well as a grant-funded program for the Environmental Health Division. Inc. In addition, the County Commission authorized negotiation and filing suit against Blue Cross/ Blue Shield of Michigan due to undisclosed fees included in administrative services contracts over several years. This suit was filed in December, 2009. The end of the fiscal year, coupled with the State's budget difficulties, have resulted in many grant agreements and amendments requiring review. Reviewing and responding to the ever-increasing number of Freedom of Information Act requests to various County offices continues to occupy many staff hours.

### **CRIMINAL DEFENSE:**

- No Report Submitted.

### **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

#### **Economic & Community Development**

#### **Housing Rehabilitation Program**

- There were 29 phone calls received for the Housing Rehabilitation Program during the 4<sup>th</sup> quarter. Had one mortgage paid off in October.

#### **Environmental Affairs**

#### **SBCI Speakers Series**

- Attended the SBCI Speakers Series at the Bay City State Park on October 7, 2009. Dr. Rick Rediske of Grand Valley State University was the guest speaker. The topic was "*The Role of Cladophora Mats in the Sequestration of E. coli and Microcystin in Grand Traverse Bay*". The relationship between E. coli and Cladophora was investigated at six Grand Traverse Bay beaches during 2008. Dr. Rediske presented the findings of this research.

#### **Department of Energy's Energy Efficiency Conservation Block Grant (EECBG)**

- Worked to secure the EECBG LED Grant and the EECBG Multi-Purpose Grant.



## Other

- October 5, 2009 attended the SBCI Fall Meeting, hosted by Huron County.
- October 13, 2009 attended the Consumers Energy Public Meeting held at Hampton Township Hall.
- October 15, 2009 attended United Way Community Planning & Investment Committee Meeting.
- October 15, 2009 attended the Great Lakes Bay Regional Solar Conference held at SVSU.
- October 19, 2009 attended the Kawkawlin Watershed Meeting held at Monitor Township Hall.
- October 20, 2009 attended the Public Meeting about EPA's Review of the UMDES held at SVSU.
- October 21, 2009 attended the United Way Special Board Meeting
- October 26, 2009 attended and had a booth at the Bay Area On The Go! Event held at the DoubleTree Hotel in Bay City, MI.
- October 27, 2009 attended the Great Lakes Bay Region Alliance Economic Development Council Meeting in Freeland, MI.
- October 29, 2009 participated in the County Service Plus Workshop held at the Jack & Alice Wirt Public Library.
- November 3, 2009 attended the Bay Area Community Foundation Environmental Committee Meeting.
- November 4, 2009 participated in the Bay County Tyler MUNIS - Financial Report Training
- November 4, 2009 attended the MDEQ, DNR and SBCI Presentation at Bay City State Park.
- November 5, 2009 attended the EPA/DEQ Meetings at Saginaw Valley State University
- November 12, 2009 attended the Bay County Department/Division Head Meeting
- November 12, 2009 attended the WIN Water Resources Task Group Meeting
- November 13, 2009 attended the GLBRLI Curriculum Subcommittee Meeting
- November 17, 2009 took part in the Great Lakes Regional Collaboration Public Call
- November 19, 2009 attended the United Way Community Planning & Investment Committee Meeting
- November 19, 2009 attended WIN Third Thursday Meeting
- November 23, 2009 attended a Housing Rehab Meeting
- November 25, 2009 attended the Farm Bureau Meeting
- December 2, 2009 attended a Housing Rehab Meeting with the Finance Department
- December 3, 2009 attended Saginaw Bay WIN Resource Group Meeting
- December 4, 2009 took part in the Great Lakes Restoration - LID Implementation Meeting/Call
- December 9, 2009 took part in the Great Lakes RFP Webinar
- December 11, 2009 attended Great Lakes Bay Regional Leadership Institute Curriculum Subcommittee
- December 15, 2009 attended the Community Conversation about Dioxin Pollution in the Great Lakes Bay Region
- December 17, 2009 attended the United Way Board Meeting
- December 17, 2009 attended the WIN Third Thursday Meeting
- December 17, 2009 facilitated an Environmental Affairs & Community Development Division Staff Meeting.
- December 17, 2009 made a CSO Presentation at the SOS Annual Meeting

### **Gypsy Moth Suppression Program**

During the past three months the staff of the Gypsy Moth Program has been busy with the following activities:

- Fall Gypsy Moth Egg Mass Surveys were completed the first week of December. In most parts of Bay County, the Gypsy Moth population is undetectable using egg mass survey techniques. However, Male Trapping during the summer of 2009 indicated that Gypsy Moths are still present throughout Bay County and populations of Gypsy Moth appear to be stable. 613 sites were surveyed in Bay County to determine the need to spray in the spring of 2010. The results: 29 sites were found to have new viable eggs masses. Of these 29 sites, two site have populations near the 300 egg mass threshold for treatment. The first site is located in and around the cemeteries south of Ridge Road with an average of approximately 150 egg masses per acre over a 135 acre area. The second site is Trinity St James Lutheran Church in Munger with 180 egg masses per acre in a 25 acre area. Staff recommendation is that Bay County not contract to have these areas treated by air since they do not meet the program requirements for population density. Staff further advise that these areas be closely monitored in the spring in order to determine if treatment will be needed.
- In Mid October, Program staff were advised that the Michigan Department of Agriculture would not be offering the Cooperative Gypsy Moth Suppression Program Grant for the 2010 spray season due to budgetary constraints.
- Emerald Ash Borer(EAB) continues to spread into new areas of Bay County though major tree dieback has not yet been noted. In addition, the EAB is in the 13 states bordered in the east by New York, south to Virginia and in the west by Minnesota south to Missouri. The Canadian provinces of Ontario and Quebec also have established populations of EAB. Extensive Research continues into control methods for this exotic pest but only individual tree treatments have been effective so far.

### **Transportation Planning**

Continued Modifications and amendments to TIP maps and eTIP including ARRA projects  
Attended regular meetings for:

- Riverwalk/Railtrail
- Regional Trails Committee
- Highway Performance Management System Data
- Completed BCATS Annual Report
- Web Page Updates and changes
- Continued updating data for the Travel Demand Model
- Traffic Count Data
- Assisted in monthly Michigan Transportation Planning Association (MTPA) agenda as MTPA Chairman
- Attended monthly MTPA meetings in Lansing
- Held regular BCATS Technical and Policy Committee meetings

### **Geographic Information Systems (GIS)**

- Completed Address point Data Layer
- Worked towards obtaining Aerial Photography in 2010
- Updated or enhanced various GIS data layer including roads, parcel annotation, pipelines,

etc.

- Began the transfer parcel updates to Equalization
- Expanded and reviewed option for the Parcel GIS database
- Assisted and attended Hazard Mitigation Plan meetings
- Compiled GIS data for the Hazard Mitigation Plan
- Misc. GIS map requests - Environmental Affairs & Community Development,, Board of Commissioners, County Executive, Animal Control, various public request
- GIS Tech Support for: Equalization, Drain Office, Health Department, Mosquito Control, Gypsy Moth, Emergency Services, Townships and others
- Investigated GIS privacy/safety concerns policy regarding display of ownership information on the Property Access Center raised by police officer

### **Mosquito Control Program**

- Mosquito control wrapped up the season in early October with an end to official control operations. Since then we've been busy with the invoices, correspondence, cleaning, inventories/orders, equipment and vehicle repairs, and preparations for the 2010 season. The 2009 Annual Report has also been completed and will be presented to the Board of Commissioners as well as to the Mid-Michigan Technical Advisory Committee in March, 2010. It's available for viewing at our website [www.baycounty-mi.gov/MosquitoControl](http://www.baycounty-mi.gov/MosquitoControl).
- We gladly took part in the MMCA's 7F Training Session in December, giving several presentations to the attendees. Hopefully, there will be continued interest in having these recertification seminars in the future.
- The 2010 chemical order was compiled and bid specifications were sent out to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland in January and vendors will be notified.
- We continue our community-outreach efforts, which include presentations at local elementary schools and planned updates and changes to the mosquito control web page. Database and map updates continue to take place.
- In the next few months we'll be working on MMCA annual meeting presentations, the 2010 program plan, and the process of hiring new seasonal staff – always a challenge! And before we all know it, we'll be trudging through woodlots again looking for our little mosquito friends!

### **EQUALIZATION**

- No Report Submitted.

### **FINANCE**

- No Report Submitted.

### **HEALTH**

#### **Administration**

- The Health Department Incident Management Team and Communicable Disease Program continue to be very busy, due to the ongoing H1N1 Influenza A pandemic and vaccination campaign. Activities include: ongoing disease surveillance, providing education and guidance to Bay County employees, area physicians, school superintendents, day care

providers, pharmacies, businesses and community members; providing Public Service Announcements to the community; assisting private providers with enrollment in the Michigan Comprehensive Immunization Registry (MCIR) and vaccine ordering; managing and tracking antivirals and supplies received from the Strategic National Stockpile and receipt and tracking of the H1N1 vaccine received from the Centers for Disease Control and Prevention (CDC). Health Department staff provided 19 Community H1N1 Influenza A Vaccine Clinics during this quarter.

- In December, a number of Health Department programs underwent Public Health Accreditation review. Programs reviewed included: Food Service Sanitation, Clinical Laboratory, Sexually Transmitted Diseases, Immunization, On-Site Sewage Treatment Management, Family Planning, Local Health Department Powers and Duties, General Communicable Disease Control, Hearing and Vision Screening, and Quality Improvement Supplement. More than 100 Minimum Program Requirements were evaluated and we are awaiting our final report. Congratulations on a job well done by the staff of all programs, as well as the Management Team of Joel Strasz, Marilyn Laurus, and Melissa Maillette.
- The Health Department and Division on Aging (DOA) continue to work with Bay-3 TV to implement the yearly programming calendar. All Health Department Divisions/Programs and the Division on Aging Programs are presenting items for broadcast on Bay 3-TV.

During the third quarter, the following Health Department segments were presented:

October:

- HIV/STD Program Presents: "Making the Right Choices" (Multiple broadcasts throughout October)
- MIHP Presents: "Safe Infant Sleep" (10/9-10/15)
- H1N1 Updates (Multiple Broadcasts throughout October)
- "Taking Charge of your Life" video (10/23-10/29)

November:

- HIV/STD Program Presents: "Making the Right Choices" (Multiple broadcasts throughout November)
- H1N1 Updates (Multiple Broadcasts throughout November)
- HIV Program Presents: "The Magic Johnson Story" video (11/20-11/30)
- CD Program Presents: "Why Don't we do it in Our Sleeves" video (11/27-11/30)
- "Warning Signs of a Stroke" video (11/27-11/30)

December:

- HIV Program Presents: "The Magic Johnson Story" video (12/1-12/3)
- CD Program Presents: "Why Don't we do it in Our Sleeves" video (12/1-12/3)
- "Warning Signs of a Stroke" video (12/1-12/3)
- The Management Team continues to work with clerical staff regarding the finalization of the Office Procedure Manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department. The Health Department Policy Manual revisions have been posted on the CherryLan system.
- The Health Department Management Team and program staff worked with Resilient-C consultants in evaluating work processes relative to the selection of a software vendor. A recommendation to the Board of Commissioners was submitted and approved in December.

Implementation of the new financial and program management software is planned for first and second quarters, 2010.

**Meetings/Trainings attended by Health Director:**

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing, and participated in MALPH's State/Local Preparedness Workgroup and the Accreditation Quality Improvement Process (AQIP) Workgroup
- Monthly Human Services Collaborative Council (HSCC) Board and Steering Committee Meetings
- Monthly Nathan Weidner Child Advocacy Board Meetings
- Bay Health Plan Board Meeting
- Numerous teleconferences with the Centers for Disease Control and Prevention (CDC) and the Michigan Department of Community Health regarding the H1N1 Influenza A pandemic
- Meeting with American Red Cross and MSU Extension regarding H1N1 school outreach efforts
- Bioterrorism Grant program audit with MDCH-Office of Public Health Preparedness
- The State of the Great Lakes Conference in Milwaukee, Wisconsin
- Health Department Pandemic Influenza Planning Meetings
- Michigan Emergency Management Summit
- Meeting with Bay-Arenac Intermediate School District Emergency Preparedness staff to discuss contracting with Health Department to provide assistance with development of their Food Safety Plan Premier Public Health Conference
- Assisted with numerous community H1N1 clinic set-up and operations
- Met with Bay County School Superintendents to discuss H1N1 activities
- Emergency Operations Center H1N1 Information Update
- MALPH Executive Search Team Teleconferences and Meetings
- Interviewed candidates for Pandemic Influenza Program nurse position
- Attended Division on Aging Staff Meeting
- Various Pandemic Partner and Public Health Preparedness teleconferences

**Children's Special Health Care Services (CSHCS)**

**Average enrollment: 262**

- Marilyn Laurus, R.N., Kathy Janer, R.N. and Judy McGee, CSHCS representative, participated in a teleconference for CSHCS on October 14, 2009.
- Judy McGee and Marilyn Laurus participated in a teleconference for CSHCS on November 18, 2009.
- Kathy Janer, R.N. and Judy McGee participated in a teleconference on December 16, 2009.
- On 12/01/09, Matt Richardson, R.N., nursing consultant for CSHCS from the Michigan Department of Community Health (MDCH), met with Kathy Janer, R.N. and Judy McGee at Bay County Health Department regarding CSHCS program policy, care coordination and case management and other areas related to the program.
- Judy and Kathy are learning new programs for CSHCS. They have started to use the new MDCH CSHCS Program database called EZ-link. Judy and Kathy participated in a training webinar on December 15th regarding the new EZ-link capability for sharing information with Michigan Department of Community Health.

### **Communicable Disease (CD) Division**

- Bay County schools reported 6,219 aggregate numbers of influenza cases to BCHD this quarter. 16 cases of suspected/probable 2009 Influenza H1N1 were investigated, and found to not be cases.
- CD Clinicians investigated 43 animal bites, 23 confirmed cases of Novel Influenza H1N1, 2 confirmed cases of seasonal influenza, 3 confirmed cases of Norovirus, 1 confirmed case of Giardiasis, 1 confirmed case of Salmonellosis, 3 confirmed cases of Aseptic Meningitis (viral), 1 case of Bacterial Meningitis and 2 confirmed cases of Chickenpox.
- 16 probable cases of the following were investigated, and all were found to not be cases: Norovirus (3), Chickenpox (7), Hepatitis C (3), chronic Hepatitis B (1), West Nile Virus (1), and (1) unusual outbreak.

### **Division On Aging (DOA)**

- Division on Aging submitted budgets for the FY 2010 award of funding under the American Recovery and Reinvestment Act of 2009 (ARRA). These funds can be expended for the meals programs only.
- An agency-wide In-Service Training for staff and volunteers was completed on November 5. Approximately 90 persons were in attendance.
- Spreadsheets have been developed for documenting fiscal year grant expenditures for the period of October 1, 2008, to September 30, 2009. Information to balance and move local taxes for the period of January to September 30, 2009, has been submitted to the Finance Staff for their review.
- All final reports for program income were submitted to Region VII Area Agency on Aging to meet their November deadline, and a correcting entry was requested from the Finance Department to correctly reflect the grant payment to the correct activities.
- The consultant for our software, CAREeVantage, contacted us regarding the changes the company was incorporating into the newest update, and arrangements were made for on-site training for key staff who enter information into the database.
- Site Agreements for Williams, Hampton, and Kawkawlin were updated for a one-year period, and all the changes have been communicated to Corporation Counsel.
- All changes as a result of the reduced budget have been communicated to the persons directly affected by these decisions. During December, steps were taken to relocate equipment from the dining center facilities that were closed, and computer revisions to revise service schedules for Home Delivered Meals customers were initiated and it is anticipated that all changes will be made by January 5.
- A press release was issued to media, including Bay-3 TV, The Bay City Times, and The Pinconning Journal, regarding the changes in the Dining Center schedules and the other reductions to the Division on Aging budget. A number of affected businesses and agencies have also been notified of our schedule revisions.

- Three staff members have been redirecting some of their work day to assist the Health Department with the H1N1 flu clinics and some of the related paperwork that accompanies the process to bill and account for the vaccinations. No special events were scheduled during the first quarter of the fiscal year, due to the redirection of staff time to the clinics.
- The menus for January were revised due to the changes in the serving schedule, and menus were developed for the cold meal to be provided on Thursday (for Friday consumption) to the neediest of the Home Delivered Meals customers.
- A meeting was held in October with staff from the City of Bay City to revisit the importance of making referrals to Division on Aging if there is an individual who is confused or needs assistance in paying his or her bills or identifying someone to assist with bill paying. Materials from the Accounts Receivable Department have been circulated to staff, and Division on Aging submitted written comments on the rules proposed by the City of Bay City. Region VII continues to work with the City regarding a "Gatekeeper" Agreement.
- Staff from Division on Aging and Golden Horizons Adult Day Care Center collaborated to provide an on-site in-service to staff from the City of Bay City Accounts Receivable Department. The material focused on identifying signs and symptoms of dementia among older adults and sensitivities and/or referrals that can be pursued if a senior demonstrates behavior that would be consistent with dementia.
- Riverside Friendship Center was scheduled for weekly help sessions for seniors researching a Medicare Part D plan to address prescription drugs. A total of 120 seniors and/or their family members took advantage of these clinic appointments. Others were able to schedule appointments at Region VII offices if they could not attend a Tuesday clinic date at Riverside.
- Preliminary information for help with preparing State income tax returns has been included in the December and January issues of the Wonderful Times newsletter. Plans are in place for Riverside to once again be offered as a location where seniors can meet with a VITA volunteer to get help in processing and e-filing their tax forms. The United Way of Bay County, which operates the VITA program, will schedule all appointments for individuals at a variety of donated facility locations in Bay County.
- The fall Osteoporosis Strength Training class drew attendance of 45 individuals, keeping three classes full, meeting twice per week at the Community Center for a period of six weeks.
- Other programs held at the Dining Centers include acrylic painting classes; craft classes; introduction to computer and Internet classes; and musical entertainment, including performances by Jim Lepeak and by the "Music Makers." During the holidays, several musical programs were held at the Centers, with choirs from several area schools traveling to the facilities to provide entertainment.

#### **Emergency Preparedness (EP) and Management**

##### Meetings/trainings attended by Division Manager over the quarter:

- Public Health Emergency Preparedness Grant Monitoring/Audit with MDCH-OPHP
- MCIR (Michigan Care Improvement Registry) Training for H1N1 Healthcare Providers
- MEMA (MI Emergency Management Association) Summit

- Weekly Pandemic Influenza/H1N1 Planning Meetings
- Met with BAISD regarding REMS Grant
- Immunization Coalition Meeting
- Superintendents Meeting at BAISD to discuss H1N1 response activities
- Emergency Preparedness/Communicable Disease Nurse interview and selection
- LEPC Meeting
- Conducted Community Health Educator/Pandemic Flu Coordinator interviews

In addition to monthly Health Department staff meetings, monthly 800 MHz radio drills for MDCH OPHP, Region 3 HPN, & 3rd District Emergency Management, and monthly 3rd District Emergency Management E-Team Drills, staff participated in the following activities:

October - Emergency Management Coordinator Specific Activities:

- Attended Storm Ready Visit at Bay City State Park with Representatives from NWS
- District III E-Team Test
- Attended Regional Homeland Security Board Meeting
- Chaired Bay County Incident Management Team Meeting
- Development of curriculum for County Emergency Action Plan Training
- Assisted with planning and conducting of H1N1 Clinics
- Attended Fall MEMA Summit
- Chaired Regional Planning Sub-committee
- Attended Regional Exercise Sub-committee
- Attended Regional Resource Committee
- Attended 911 Tech Committee Meeting
- Attended PIO Conference
- Attended Regional Exercise Design Meeting for upcoming 2010 Regional MBS Exercise
- Met with Red Cross regarding Bay County Exercises
- Attended Regional IMT Meeting/workgroup
- Attended HPN Meeting
- Attended Fire Chiefs Meeting
- Prepared for Bay County T&EPW
- Updated Public Warning Annex of EAG

Health Educator Specific Activities:

- Just-In-Time Training for staff for H1N1 activities/clinics
- BCHD, MSUE, ARC H1N1 School Outreach Planning: 10/5, 10/6, 10/9, 10/16

November - Emergency Management Coordinator Specific Activities:

- Attended Regional Board Meeting
- Prepared for Kick-off Hazard Mitigation Meeting
- Attended Regional Exercise Planning Meeting
- Conducted Bay County T&EPW
- Developed Schedule for Training and Exercise based on the T&EPW
- Assisted with planning and conducting of H1N1 Clinics
- Met with Stantec to discuss Hazard Mitigation Plan
- Attended Exercise meeting in preparation of Regional MBS Exercise
- Attended HPN Meeting
- Attended Regional Exercise Committee Meeting Evaluated Shelter-In-Place Drills at the Bay Arenac Skills Center
- Chaired LEPC Committee Meeting



- Developed site-plans with LEPC planning Sub-Committee
- Visited LEPC sites
- Attended Regional IMT Kick-off Meeting
- Assisted with FireTRAX implementation at the Community Center
- Completed Portsmouth Twp GIS Fire Hydrant mapping
- Scheduled ICS 300 and 400 classes
- Conducted the Severe Winter Weather Class in conjunction with Red Cross and NWS
- Development of the March 2010 Bay County Tabletop Exercise.
- Developed Preparedness Day ACJ

Health Educator Specific Activities:

- Emergency Operations Center H1N1 Information Update
- Family Planning Advisory Meeting

December - Emergency Management Coordinator Specific Activities:

- Assisted with H1N1 Clinics
- Attended HPN Meeting
- Conducted Hazard Mitigation Kick-off Meeting
- Attended Bay County IMT Meeting
- Submitted LEPC Grant Application to MSP-EMHSD
- Attended Regional Resource Management Committee
- Attended BSIR Training
- Attended Regional Board Meeting
- Attended Fire Chiefs Meeting
- Attended Regional Governance Meeting
- Attended 911 Advisory Meeting
- Attended Fire Chiefs Meeting
- Attended Regional MBS Exercise Meeting
- Prepared for January Hazard Mitigation Meeting
- Developed and Presented Presentation at the Regional Allocations Meeting
- Attended Regional Metrics Meeting and developed Metrics
- Attended Bay/Arenac ISD
- Attended Bay County IMT Meeting
- Developed training materials for EAP presentations to Safety Captains
- Scheduled Spring Severe Weather Class with NWS
- Development of the March 2010 Bay County Tabletop Exercise
- Updated Bay County Resource Manual

Health Educator Specific Activities:

- WIC Staff Meeting

\*Attended the following monthly meetings (Melissa and/or Chris) throughout this quarter:

- Region 3 HPN Advisory Committee Meeting
- Region 3 HPN Planning Board Meeting
- Region 3 EPC Meeting
- 3rd District Emergency Management Coordinators Meeting
- Bay County Fire Chiefs/Firefighters Association Meeting
- Region 3 HSPB Meeting
- MEMS Plan Sub-Committee Planning Meetings
- MDCH OPHP Monthly EPC Conference Calls

- MDCH Pandemic Partners Teleconferences (bi-monthly calls)
- BCHD Weekly Pandemic Influenza/H1N1 Planning Meetings

**Acronyms:**

BRMC = Bay Regional Medical Center  
 EPC = Emergency Preparedness Coordinator  
 EMC = Emergency Management Coordinator  
 HSPB = Homeland Security Planning Board  
 MEMS = Modular Emergency Medical System  
 MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division  
 ISD = Intermediate School District  
 LEPC = Local Emergency Planning Team  
 LPT = Local Planning Team  
 MIHAN = Michigan Health Alert Network  
 MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness  
 HPN = Healthcare Preparedness Network  
 NEHC = Neighborhood Emergency Help Center  
 HSEEP = Homeland Security Exercise and Evaluation Program  
 SOP = Standard Operating Procedure  
 JIC = Joint Information Center  
 PSAC = Public Safety Answering Center  
 ARC = American Red Cross  
 GEO = Abbreviation for Geographical  
 TRANSCAER = TRANSportation Community Awareness and Emergency Response  
 EAP = Emergency Action Plan  
 GIS = Geographic Information Systems  
 EAP = Emergency Action Plan  
 EOC = Emergency Operations Center

**Environmental Health**

<b>*FOOD SERVICE</b>		<b>*WELLS, SEPTIC, &amp; MISC.</b>	
Fixed Food Est. Inspections	196	Number of Parcels Evaluated	28
Mobile, Vending & STFU Inspections Temp. Food Est. Inspections	12	Number of On-Site Sewage Disposal Permits Issued	13
		Number of Alternative/Engineered Sewage Systems Approved	1
Follow Up Inspections	17	Number of Failed System Evaluations Conducted	10
Number of Plans Received for Review	3	Number of Complaints Regarding Sewage Investigated	2
Number of Plans Approved	3	Number of Well Permits Issued	12
Consumer Complaints Investigated	10	Number of Abandoned Wells Plugged	12
Foodborne Illness Complaints Investigated	3	Number of DHS Related Inspections Completed (Day Cares, AFC Homes	21

***\*These are Preliminary Numbers That Are Subject to Change.***

- Robert Hill attended the Great Lakes Annual Beach Conference in Milwaukee, Wisconsin

during the end of September and first week of October.

### Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
563
Number of Encounters in Family Planning Clinic
556

### Health Screening Clinic (HIV/STD)

Clients tested for STDs:	122
Total Clients tested for HIV:	70
Clients tested with previous negative HIV tests:	37
Clients tested with no previous HIV test on file:	33

- Health Screening Clinicians investigated 52 confirmed cases of Chlamydia, 9 confirmed cases of Gonorrhea, 4 confirmed cases of acute Hepatitis C and 7 confirmed cases of chronic Hepatitis C.
- Susan Guc, R.N., and Mary Jo Braman, R.N. attended the 15th Annual STD & HIV Conference held at the Radisson Plaza Hotel in Kalamazoo on October 29, 2009.
- Mary Jo Braman and Marilyn Laurus attended the 2009 Michigan Regional Immunization Conference held November 19, 2009 in Ypsilanti, MI.

### Hearing and Vision Programs

Hearing Program	Screened	Passed	Referred	Eval by Physician
Preschool aged screened:	26	25	1	0
School aged screened:	0	N/A	N/A	N/A
Special Education screened:	0	N/A	N/A	N/A
<b>Total screened:</b>	<b>26</b>			

### Vision Program\*

Preschool aged screened:	24	21	3	0
School aged screened:	5,494	4587	412	237
Special Education screened:	227	159	35	20
<b>Total screened:</b>	<b>5,745</b>			

*\*Note: 495 school-aged and 33 special education children were unable to complete screen, were under care or absent for re-screen.*

### Immunization Clinic

Vaccination Type	Number Administered
TB Test	36

Hep.A Adult	5
Hep.A Peds	110
Hep.A/Hep.B	18
Hib	84
HPV	29
Seasonal Influenza	263
Pcv7	64
Rotavirus	34
Dtap	25
Dtap/IPV	32
MMR	60
IPV	16
Td	1
Tdap	73
Varicella	120
Dtap/Hep.B/IPV	41
Pneumonia	4
Meningococcal MCV4	75
Zoster	1
Hep.B Peds	3
Hep.B Adult	11
Hib/Hep.B	0
Dt	0
Rabies	0
H1N1	3,637
<b>TOTAL</b>	<b>4,742</b>

• To combat the H1N1 virus, the Health Department coordinated the distribution of over 20,000 vaccines to various providers in Bay County and distributed nearly 4,000 vaccines to the general public at 19 Community and Health Department-based clinics during the months of September, October, November and December. The distribution of vaccines will continue through the month of April.

- For the fourth consecutive year, Bay County leads the region in the amount of children that are fully immunized. Overall, Bay County is the sixth leading county for immunization rates in the State of Michigan.

### **Laboratory**

Number of Clients		Number of Tests	
October	275	October	434
November	255	November	412
December	248	Deember	355

### **Lead Program**

- Funding from the Bay City Public Schools PIE Grant was discontinued effective October 1, 2009. Lead screening and management services will continue to be provided through the WIC Program, Laboratory, and Environmental Health Division.

### **Maternal and Child Health Services**

The following are meetings/trainings attended by the Maternal Child Health Services Manager:

#### October

- Great Start Collaborative Steering Committee Meeting
- "Ala Carte Health Care" Conference provided by Bay Regional Medical Center
- Participated in giving seasonal influenza injections at Project Connect, held at the Bay County Community Center

#### November

- Child Death Review Team Meeting
- Michigan Regional Immunization Conference held in Ypsilanti

#### December

- MDCH Accreditation Review of the BCHD
- Great Start Collaborative Meeting

### **Maternal Infant Health Program (MIHP)**

- The Maternal Infant Health Program received 110 maternal and infant referrals for the fourth quarter of 2009. Of these referrals, 29 infant and 30 maternal support clients were enrolled in the program, in addition to the 192 clients already participating in the program. Twenty maternal screens were completed, and 24 maternal clients were referred to Bay Regional Medical Center for Labor and Delivery Classes.

### Women, Infant and Children (WIC)

	Certification	Education	Infant Evaluation	Nutrition Care - Reg.	Other	Priority	Project FRESH	Recertification	TOTAL	Number of Lead Screens Provided
<b>October</b>	65	110	54	29	16	84	2	332	691	20
<b>November</b>	38	83	45	29	6	103	0	283	587	15
<b>December</b>	21	103	69	7	10	117	0	278	605	33

### **HOUSING**

- Flu shots were given on October 8<sup>th</sup>, to our residents and any walk-ins.
- The 5-year plan was sent to HUD.
- The director was in Livonia for training in October. Thankfully she passed the exam and is now certified in Public Housing Occupancy, Eligibility, Income and Rent Calculation.
- The Resident Council has been holding popcorn sales and hamburger, hot dog sales. With the money collected from those, a free catered Thanksgiving dinner with all the trimmings was offered to all residents and staff. Likewise, a free Christmas dinner was offered in December. The meals were delicious and residents and staff appreciated the efforts of the Resident Council.
- Christmas decorations and lights were in abundance at Center Ridge Arms and newer residents were duly surprised at the beauty of our grounds.
- We have been changing out some of our bathroom tubs to walk-in shower surrounds. Many of the 25 yr. old tubs have developed cracks and were leaking into other apartments. We could not find another tub with the same dimensions so had 3 different plumbing agencies here to provide us with ideas on what could be done. The shower surrounds have been a welcome addition to those who have received them.

### **JUVENILE & CHILD CARE SERVICES**

- South Day room floor refinished by Buildings and Grounds
- Staff received training on Crisis Prevention Intervention
- Revised policies on resident illness, resident movement and medical procedures
- The Juvenile Home saw a slight increase in out of county population and a decrease in Bay County resident population.

# Population

October				November			December		
Date	Bay	Out	Total	Bay	Out	Total	Bay	Out	Total
1	6	7	13	9	8	17	7	3	10
2	6	8	14	8	6	14	5	3	8
3	6	8	14	4	7	11	3	5	8
4	6	8	14	4	6	10	2	5	7
5	6	6	12	6	8	14	2	6	8
6	8	7	15	9	8	17	2	6	8
7	6	7	13	7	7	14	2	4	6
8	7	6	13	7	8	15	3	4	7
9	7	6	13	6	8	14	3	5	8
10	7	6	13	6	7	13	5	5	10
11	8	6	14	4	7	11	9	5	14
12	6	5	11	3	7	10	11	6	17
13	6	5	11	4	6	10	11	6	17
14	3	5	8	6	6	12	8	4	12
15	6	4	10	6	6	12	6	4	10
16	7	4	11	3	6	9	6	4	10
17	7	5	12	4	4	8	7	4	11
18	7	5	12	4	4	8	7	4	11
19	3	3	6	5	4	9	9	4	13
20	3	3	6	5	2	7	9	4	13
21	4	3	7	8	3	11	9	4	13
22	4	4	8	8	3	11	10	4	14
23	4	4	8	8	3	11	11	4	15
24	7	6	13	9	4	13	9	4	13
25	7	6	13	9	5	14	8	4	12
26	4	4	8	10	6	16	8	4	12
27	6	6	12	11	6	17	8	5	13
28	6	6	12	10	7	17	8	5	13
29	8	6	14	10	6	16	10	6	16
30	8	6	14	8	5	13	10	6	16
31	9	8	17			0	11	4	15
Total	188	173	361	201	173	374	219	141	360
Avg	6.06	5.6	11.6	6.7	5.8	12.5	7.06	4.5	11.6

### **Community Corrections**

- The Community Corrections grant proposal has been completed and approved by the Community Corrections Board. Agreements have been signed by all vendors.
- At this time the Coordinator is working closely with the Non-Residential Treatment Centers to ensure offenders are receiving the proper services. The Coordinator is also researching other Treatment Centers ensure offenders are getting the best in Cognitive Change or Thinking Matters therapy. There have been two groups started in the jail. Such therapy has been proven to decrease recidivism.
- As of September 1, 2009 the Sheriff's Office tests all participants of the Zero Tolerance program and most of the offenders out on bond. Within the next quarter, Community Corrections will be able to report the savings of testing at the Sheriff's Office. The Coordinator oversees the drug testing program. This program had revenue of over \$40,000 last year.
- Jail overcrowding and jail utilization is always an ongoing issue. The jail has declared over crowding at least three times this quarter. Programs like Pre-Trial Services, Cognitive Change and Residential Treatment are serving as an alternative to incarceration. Meetings have been held with stakeholders regarding jail overcrowding. As a result of the meetings the Zero Tolerance Program sanctions have been restructured. Instead of an offender spending 30 days in jail for a sensation they will spend thirty days in an alternate location.
- The Pre-Trial Program has a successful completion rate of 80%, saving 5000 + jail beds per year. Increasing the hours for Pre-Trial Services has afforded more time to supervise and case manage offenders. The CCAB has supported the Coordinator's efforts to make this position full time, in hopes of increasing the number of Pre-Trial releases.
- The Pre-Trial Supervisor is responsible for supervising pre-trial offenders on bond. Revenue from the electronic tethering is used to pay for supervision and use of the equipment. An offender whom is being supervised on tether, jail time is suspended. Allowing the individual to work in the community and not spend time in jail. If an offender is not able to pay for their tether unit, limited funding is available.
- The Coordinator also oversees the Sheriff Work Crew. A crew member(s) will work with staff from Buildings and Grounds to clean the county lots and repair roofs, walls and even build offices.
- The Coordinator has been attending MPRI meetings and has been asked to sit on the MPRI Tri-County Steering Committee. Other meetings include: Tri Cap Board meetings, CCAB, OCC State Board meeting, Circuit Court Probation Staff Meetings, and various Bay County Meetings.

### **MSU EXTENSION**

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

- **Agriculture and Natural Resources** – Over the three months in the fourth quarter of 2009, several horticulture, agriculture, and Master Gardener Volunteer Program seminars were attended by MSU Extension- Bay County staff. The Bay County Master Gardener program



worked at putting together another Master Gardener Volunteer Training Class in January 2010 in the fourth quarter of 2009. A Dry Bean Day is scheduled for January 2010. The Downtown Bay City Farmer's Market extended their market dates till the end of October. A meeting of the DBCFM Association was planned for December.

- **Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative** - In the final quarter of 2009, there was a total of 43 Building Strong Families participant home visits or visits to the Department of Human Services delivering parenting information. MSU Extension - Bay County Family Consumer Sciences Extension educator chaired the local service provider's meeting in December, with 14 community providers attending from agencies that service children zero to six years of age. The speaker was from the Great Start Parent Coalition. MSU Extension - Bay County participated in the Continuum of Care Program held October 28<sup>th</sup> at the Bay County Community Center, with over 300 participants attended.
- **Under Supplemental Nutrition Assistance Program-Education (SNAP-Ed), formally known as the Family Nutrition Program (FNP)**, a total of 189 participants, adults, seniors, and children that completed this nutrition-based educational program. These lessons/one time presentations were held in participant's homes, Work First, Salvation Army, Delta College, the Teen Program, local grade schools and Head Start classrooms. Bay County has worked with the Bay City Housing Commission and Division on Aging to educate and distribute Senior Project Fresh coupons to seniors from Bay and Pinconning. This year 395 \$20 coupon books were distributed to seniors, up from 276 coupon books issued in 2008.
- In November, with the partnership of MSU Extension, the Bay County Health Department, and the American Red Cross, programming began in the Bay City and Pinconning schools to educate students on ways to protect themselves from the H1N1 virus. Additionally, MSU Extension - Bay County brought BAC and Jump into Food Fitness curriculum into 10 elementary schools, grades 3 to 5, to accomplish this goal. At this time, a total of more than 1,700 students have been educated in this subject area.
- There were a total of 238 direct contacts through home visits, phone calls, and visits at the WIC office in support of nutrition and breastfeeding education. The Breastfeeding Club of Bay County had 26 participants attend their monthly meetings. About two years ago, Bay County Breastfeeding Initiative (BFI) started a Breastfeeding Club that is offered twice monthly (an evening meeting and an afternoon meeting). The purpose of the Breastfeeding Club of Bay County is to offer support and encouragement to breastfeeding mothers, as well as to promote breastfeeding in the community. The Breastfeeding-Friendly Diaper Bag Project is a community effort headed up by Bay County BFI. Handmade diaper bags are given to breastfeeding mothers at Bay Regional Medical Center, instead of diaper bags provided by formula companies. The breastfeeding-friendly diaper bags are stuffed with breastfeeding supplies and have a patch that contains phone numbers that mothers can call to get help with breastfeeding 24 hours a day.
- **Children, Youth, and Family Programs: 4-H Youth Programs** - The Bay County 4-H program ended last quarter of 2009 doing some exciting programs. In October the 4-H program had the opportunity to partner with other MSU Extension program areas, the American Red Cross, and the Bay County Health Department to conduct education outreach efforts surrounding the H1N1 virus to local elementary, middle, and high schools. The partnership that has been created throughout the planning, executing, and evaluating stages

of this effort has provided youth with the opportunity to learn and experience ways to stay healthy and avoid spreading the flu.

- 4-H continued efforts to partner with the Boys and Girls Clubs of Bay County conducting health and nutrition programs. 4-H staff also conducted weekly programs at the Bay County Juvenile Home focusing on financial management. During October 4-H members and leaders held an annual Soup Supper fundraiser. The location was changed this year to the Crump Fox Club which proved to be very successful. Proceeds from the fundraiser help 4-H members and leaders by providing them with beneficial and educational opportunities such as scholarships to attend state-wide 4-H programs, events, and trainings.
- November was spent conducting mandatory annual 4-H leader trainings. These trainings provide leaders with an opportunity to network with other Bay County 4-H leaders while becoming informed about the latest issues, policies, opportunities and changes surrounding 4-H on the national, state, and local levels. 4-H staff continued the programming efforts at the Bay County Juvenile Home. Considerable plans were made in November for several upcoming 2010 programs.
- December provided Bay County 4-H staff and volunteers with the opportunity to conduct a new program at the Bay County Juvenile Home. Through the partnership, Juvenile Home staff, 4-H staff, and volunteers were able to present a career exploration program for 14 youth residents. The goal of the program was to teach youth how to become productive members of society by capitalizing on the skills they already have, striving to improve their weaknesses, and gain confidence to seek and become successful in obtaining a job in their community.
- The program, which was held over three consecutive days, provided youth with the opportunity to learn about a variety of topics including:
  - What type of career best fits their personality
  - Where to look for a job (newspaper, Internet, networking, etc.)
  - How to complete a job application
  - Rules about using and finding references
  - Creating a resume that includes action verbs
  - Professional handshakes
  - Interviewing skills
- On the third day of the program youth were all required to present themselves to a team of mock-interviewers along with their resumes, references, and mock job applications. After program evaluation results indicated:
  - 100% of participants indicated they knew how to give a professional handshake and could describe it.
  - Before the program, 61% of participants indicated they could identify someone that they could ask to be a professional reference. After the program, 100% indicated they could identify 2-3 references.
  - After the program you were able to identify several skills they could highlight during an interview including: being on time, hard-working, able to care for children, mindful of safe environments, etc.
  - You were also able to identify skills they could continue to work on such as people skills, patience, speaking louder, body language, etc.

- Youth were also asked about what they learned during the program. They indicated: how to act in a job interview, how to start an interview, how to fill out a resume and job application, how to set goals and achieve them, how important it is to get a job, that you don't have to be a certain person to get a job, interviews aren't as frightening as they seem, and that it is fun to pick a career that best fits me.
- When youth leave the Juvenile Home they will be given several copies of their professional resume and references, all worksheets discussed and completed during the program, and a CD with their resume and references burned onto it so they can change and add to their resumes as their skills change and evolve.
- With 2010 right around the corner there are several programs and events being planned. In January, MSU will hold their annual "4-H Day at the Breslin" where 4-H youth, staff, volunteers, and leaders will attend a women's basketball game. The Bay County 4-H Winter Workshop will also be held in mid-January. February will also be a busy month with Winterfest, an overnight event for 9-12 year olds being planned at Kettunen Center in Tustin, MI. The annual Spaghetti Dinner (February 18) and Youth Awards Banquet (February 27) will also be held.
- **Economic and Community Development** – The first area meeting on the Wind Energy Sea Grant project will be held on February 25, 2010 at the Hampton Township Hall. This is a planning meeting for elected officials, zoning board members and interested members of the public. We will be conducting a comprehensive survey of attitudes about wind energy development and working through the next year to educate and inform all groups and individuals about this new energy development source.

#### **PERSONNEL & EMPLOYEE RELATIONS**

- No Report Submitted.

#### **PUBLIC DEFENDER**

- No Report Submitted.

#### **9-1-1**

- The \$448,000 radio project at Central Dispatch was recently completed. With the installation of six MCC 5500 dispatch consoles at main dispatch and another three MCC 5500 dispatch consoles at our Bangor Township Backup Center the upgrade is now complete. The new consoles offer a flexible, integrated command and control solution for smarter, faster response. They will enable our dispatchers to communicate effectively with field personnel.
- The installation took a complete day and we handled 9-1-1 calls and dispatched responders to those calls from our Bangor Township Backup Center. The backup center has four call taking positions and three dispatch positions. For the first time ever, we were able to properly function from a backup location for an extended period of time. The installation of the new consoles at main dispatch allowed us the opportunity to really test the backup center. As we move forward, it is with the understanding if we do need to leave main dispatch for any reason we can continue to operate at the new Bangor Backup Center which was recently renovated. The

backup center will be tested monthly by all of our work teams. Our dispatchers will have the luxury of having the same dispatch consoles, computers and 9-1-1 phones at both locations. With the flick of a switch all Bay County 9-1-1 calls can be transferred to the backup location.

- We have all worked very hard to complete this project. Bay County Central Dispatch now has excellent radio console equipment and a quality backup center. Because of that we will be in a far better position to serve our residents with their requests for assistance.
- Our kitchen area will soon be renovated at main dispatch. New appliances and cabinets will be installed. Because our 9-1-1 staff works twelve hour shifts a serviceable kitchen will certainly be appreciated.